

**State of California
DUTY STATEMENT**

Department of State Hospitals

MSH3002 (Rev. 9/26/16)

Box reserved for Personnel Section

| | | | | |
|--|--------------------|--|-------------------------|--|
| RPA Control No.# | | C&P Analyst Approval | | Date |
| Employee Name | | Division DSH-Metropolitan State Hospital | | |
| Position No / Agency-Unit-Class-Serial 487-543-5142-XXX | | Unit Human Resources - Transactions | | |
| Class Title APA – Special Project/Audit | | Location Human Resources | | |
| SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | CBID R01 | WORK WEEK GROUP 2 | PAY DIFFERENTIAL | WORKING HOURS 8:00 am -4:30 pm |

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Staff Services Manager II, the incumbent performs the more responsible varied and complex technical work. Provides independent audits, consultation, guidance, and technical analysis and support departmental management on classification, allocation guidelines, personnel policies and procedures, interpretation of personnel laws and pay issues. The incumbent serves as the lead expert staff resource in completing special projects and provides consulting services and analytical support. Incumbent performs several audits of classification and pay issues. The incumbent will evaluate and make recommendations to management on a variety of personnel related processes and systems, prepare a variety of reports, and acts as a liaison to control agencies.

| % OF TIME PERFORMING DUTIES | INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.) |
|-----------------------------|---|
| 65% | <p><u>ESSENTIAL FUNCTIONS</u></p> <p>Assist in the more complex audits and may be assigned sections or phases of the audit; prepares the least complex audit work papers, reports, and final outcome; conducts the least complex audits, e.g. desk audits, where a limited scope audit appears appropriate. Supports single audits efforts for employees in usage of leave balances and pay, provide properly supported and sufficient for a conclusion and is in accordance with applicable auditing standards. Assist auditing PARS, 634's and leave balances.</p> <p>Develop findings and recommendations, complete work audit, and preparation of reports, memos in accordance with audit standards. Plan and complete assignment in a timely manner. Independently researches and develops policies and procedures relating to the personnel process. Perform classification and pay audits and special projects from departments headquarters and filed office.</p> <p>Assist in reviewing all out-of-class/acting assignments requests submitted to ensure proper compensation is given to employees. Verify and track prior out-of-class assignments/acting assignments and review bargaining unit agreements to ensure contract and CalHR guidelines are followed</p> |

Review Pay Letters issued by CalHR to determine if information contained in the pay letters affects the facility and to distribute information to the HR Director, Personnel Officer, Benefits Manager, Transaction Supervisors and/or Transactions Staff.

Attend entrance and exit conferences and meetings with the employee/supervisors as appropriate and document results as directed by Staff Service manager II.

Researches difficult human resources management issues and interprets civil service laws and rules, human resource policies, procedures, guidelines, and bargaining contract provision to provide a recommendation.

Researches, prepares analysis, and drafts responses to the complex of employees complaints pertaining to classification and compensation issues. Reviews and analyzes departmental management-initiated bargaining proposals. Gathers information and prepares analysis.

Researches and develops policies and procedures relating to the personnel management. Develops internal human resource policy and procedures. Resolves technical personnel issues related to payroll. Provides advice and assistance to management in the interpretation of civil service laws, rules, and policies.

MARGINAL FUNCTIONS

Performs project work such as classification, pay, participates on various work groups; prepares written correspondence; makes presentations to management or other groups; may prepare and present outcome of auditing findings and special project assignments.

30%

Provides support to the Benefits Manager, Personnel Officer and Human Resources Director and completes special project/assignments as needed.

Provides support and training with Personnel Specialists and Personnel Supervisors in results of auditing. Provide any training needed to staff and provide interpretation on all bargaining contracts and any manuals related to human resources.

Provide a variety of personnel management reports, memorandums, policies and procedures.

Assist Staff Service Manager I/II with gathering information for any grievance/complaints, developing policies and procedures, training. Provide back up to supervision in the absence of management.

Assist Position Control with schedule 8, 607's, 625's and request for personnel action (RPA). Provide MIRS reports when needed for position control as well as for any human resources request.

Assist with reports and inquiries from Department of Finance, Budgets, and Headquarters.

MISCELLANEOUS DUTIES:

5%

If needed, assist receptionist desk in answering telephones by providing customers service to employees and the public sector.

Maintain a clean, orderly desk which includes but not limited to; proper care of the office equipment.

All other duties and special projects as assigned consistent with this classification

ADDITIONAL INFORMATION

Maintain a safe work environment by actively promoting routine safety inspections, accident prevention and investigation, and ongoing safety awareness training.

Other
Information

SUPERVISION RECEIVED

- Under the general direction of the Staff Services Manager II (Personnel Officer)

SUPERVISION EXERCISED

- NONE

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Applying principles and practices public personnel management; classification and pay principles used in analyzing and describing positions, establishing proper salary level, and conducting classification and pay surveys; principles, practices and trends of public administration, and organization and management

ABILITY TO: Perform research in various personnel fields; interpret and apply law, rules, standards, and procedures; develop and administer training programs when needed; analyze and solve difficult technical personnel problems; maintain the confidence and cooperation of others; analyze data and present ideas and information effectively; assist in training subordinates; assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

REQUIRED COMPETENCIES**PHYSICAL**

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

Physical Abilities Required:

- Prolonged periods of standing, bending, sitting, kneeling.
- Periodically work in patient populated areas.
- Climb up/down stairs and walk on uneven surfaces.
- Work in a confined/restricted environment.
- Use a computer keyboard several hours a day.
- Read from computer screens several hours a day.
- Must be able to function rationally, coolly and deliberately under pressure situations in order to reach the best solution.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

INTERPERSONAL SKILLS

- Interact successfully in a team environment.
- Communicate successfully in a diverse community.
- Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele or adversarial conditions.
- Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

SITE SPECIFIC COMPETENCIES

- Knowledge of Personnel Policies, laws, rules and regulations.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Familiarity with automated systems.
- Applies and demonstrates knowledge of Microsoft Windows, Microsoft Word, Outlook, Access, Excel and PowerPoint

LICENSE OR CERTIFICATION

- **Not applicable**

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date

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